

COMHELTACWINGPAC INSTRUCTION 8010.1B

Subj: READY SERVICE LOCKER (RSL) MANAGEMENT PROCEDURES

Ref: (a) OPNAVINST 5530.13B
(b) NAVSEA OP-5, Volumes 1 & 2
(c) NAVSEA OP-3347
(d) NASNIINST 8020.2F
(e) NAVAIR 11-100-1.1
(f) TW024-AA-ORD-010
(g) COMNAVAIRPACINST 8023.3G
(h) COMHELTACWINGPACINST 3570.1B
(i) NAVSUP P-724

Encl: (1) Ready Service Locker Inspection Checklist

1. Purpose. To establish procedures and guidelines for the management of COMHELTACWINGPAC Ready Service Lockers (RSLs), to ensure proper security, inventory control, and stowage/turn-in of ordnance in assigned RSLs.

2. Cancellation. COMHELTACWINGPACINST 8010.1A

3. Background. In view of continued funding constraints and the potential for misuse, abuse and theft of U.S. Navy ordnance, effective management and positive accountability of all explosive materials shall be maintained in accordance with current directives. Historically, problem areas have included inventory accuracy, access list, key control, asset accountability, identification of overage assets, and facility maintenance/PMS.

4. Action. All COMHELTACWINGPAC units shall maintain assigned RSLs Per references (a) through (i), and this instruction. Enclosure (1) shall be used to evaluate compliance with established directives. The following RSL management procedures apply to all COMHELTACWINGPAC units: (Ready Service Lockers out of the immediate geographical area of NAS North Island shall be maintained per applicable host command directives).

a. Key Control. The Ready Service Locker keys shall be maintained in a locked metal container in the Squadron Duty Officer's (SDO) safe. The key to the container shall be maintained by the Assistant Squadron Duty Officer (ASDO). The Ready Service Locker key log shall be maintained in accordance with reference (a), with the exception of the sealed key container provision. Positive identification shall be required prior to issuance of the RSL key. Key Custodians shall be designated in writing by the Commanding Officer. Commanding Officers may designate all SDO's as Key Custodians.

b. Ready Service Locker Access List. In addition to the requirements of reference (a), the following requirements are applicable:

(1) The Ordnance Branch Supervisor shall be the RSL Manager.

(2) Only personnel trained and certified per references (g) and (h) as Individual category or above for magazine inspections shall be placed on the RSL access list.

(3) The person who signs for the RSL key shall maintain positive control of the RSL key.

(4) Personnel on the RSL Access List shall be designated in writing by the Commanding Officer. Pen and ink changes are not authorized to the RSL Access List.

(5) The RSL Access List will be updated on an annual basis or as required.

(6) Personnel who require entry to the RSL, but are not on the access list, shall enter under escort. The escort shall remain with these individuals until the RSL has been properly secured. Escorts must meet all of the requirements for access listed above.

(7) The RSL Access List will be posted inside the Ready Service Locker in an unobstructed area of the RSL. The Ordnance Branch Supervisor will ensure that an updated copy of the RSL Access List is posted at all times.

c. Security.

(1) At the conclusion of each workday, RSL's shall be inspected for cleanliness and security per reference (a). The Ordnance Branch Passdown Log shall be annotated, indicating time and results of inspection.

(2) During off-shift hours, the RSL shall be inspected for security and lock integrity at least once every twenty-four hours. Security watches will perform security checks on all RSLs in the compound. Appropriate entries indicating the RSL condition shall be made in the ASDO Logbook.

NOTE: It is the responsibility of all personnel conducting business within the RSL compound to ensure that assigned facilities are properly maintained. Maintenance shall include the following areas: Weed control, PMS of portable fire extinguishing equipment, locking mechanisms, and structural integrity. Any discrepancies noted shall be directed to NAS North Island Weapons Department for corrective action.

(3) Lost or missing RSL keys shall be reported to COMHELTACWINGPAC (N4215) and NAS North Island Weapons Department immediately.

d. Inventory.

(1) Per reference (i), a continuous inventory of the contents of Ready Service Lockers shall be maintained using Ammunition Stock Record Cards (NAVSUP Form 1296, 1297 and NAVSUP Form 1356).

(2) The Ammunition Stock Record Cards shall be maintained by the Ordnance Branch Supervisor. The Ammunition Stock Record Cards shall reflect total on hand assets, and shall be updated when any of the following events occur:

- (a) Expenditure
- (b) Receipt
- (c) Issue
- (d) Loss (MLSR required)
- (e) Gain by inventory

(3) Master Ammunition Stock Record Cards, Ammunition Lot/Location cards and Ammunition Serial/Location Cards (NAVSUP form 1297 and 1356) shall be maintained by the Ordnance Branch Supervisor per reference (i).

(4) To automate the Ammunition Stock Record Cards and the ammunition inventory process, the Retail Ordnance Logistics Management System (ROLMS) may be utilized as a substitute.

e. Storage/Stowage. All ammunition and explosive devices shall be handled and stowed per references (a) through (i). The following minimum requirements are applicable:

NOTE: The Ready Service Locker Inspection Record Log shall be maintained inside the RSL. The log shall reflect reasons for access, date and signature.

(1) CADS/Aircrew Survival equipment shall be marked per reference (e).

(2) Non-RFI material shall be turned in to NAS North Island Weapons Department within 72 hours.

(3) Quantities of explosives and explosive devices stored in the RSL shall be kept to a minimum based on actual expected operational requirements for a 90 day period.

(4) Loose explosive devices shall be stored in cardboard lined metal ammunition cans, or in such a manner that will prevent metal-to-metal contact. Place cardboard separators or similar material between layers when stacking is required.

(5) Metal cruise boxes may be used for storage of large explosive devices and smokes. For the purpose of this instruction, metal cruise boxes will be considered as ammunition cans while in the RSL.

(6) Ammunition cans used for RSL storage shall have all markings painted out, with the exception of cans containing original material. The cans shall be painted flat black and the lid painted red. Contents of the container shall be stenciled on the side of the container using two-inch white letters.

(7) Wooden shipping boxes that have been opened may remain in the RSL until the original contents are removed or expended, provided all lids are securely fastened.

(8) Ammunition cans, containers, or shipping boxes shall be placed on metal pallets, not directly on the floor of the Ready Service Locker.

f. Requisition and Turn-in Procedures. All requisition and turn-in procedures shall be per references (d) and (i). Additionally, the following requirements shall be adhered to:

(1) The Required Delivery Date (RDD) shall be within 48 hours of the actual required date. All material received by NAS North Island Weapons Department prior to RDD shall be placed in storage until the RDD has arrived.

(2) When excess quantities of material are required to support operational or training commitments, only such containers as needed to support these requirements shall be opened.

When the requirement ends, all unopened containers shall be returned to NAS North Island Weapons Department.

(3) When non-RFI material is placed in the RSL, a completed DD1348-1 shall also be put in the metal container. NAS North Island shall be notified that a pick-up is required. The outside of the container shall be tagged, indicating non-RFI contents. Before placing material in the RSL, items that are too large to be placed in a metal container shall be packaged for turn-in with the completed DD1348-1 placed in a plastic document bag and taped to the material.

(4) Material to be turned in will be repackaged in the original container whenever possible. If the original container is not available, each item shall be packaged in bubble wrap. As a minimum, the outside of the packaging material and its container shall be annotated with the following:

- (a) Condition (RFI, non-RFI, or expended)
- (b) Nomenclature
- (c) NALC
- (d) Lot Number
- (e) Date
- (f) Squadron or Unit
- (g) Name of person packaging the material
- (h) Aircraft Buno (CADS)
- (i) Appropriate Condition Code Tag

(j) Additionally, each CAD on the Service Life Extension Program (SLEP) shall be tagged with the following information: Installation date, removal date, type of aircraft and BUNO of aircraft.

g. Inspections.

(1) In addition to host station quarterly RSL Inspections, random inspections will be conducted by COMHELTACWINGPAC (N4215) for proper stowage, inventory control, and cleanliness. Enclosure (1) shall be used for all Ready Service Locker Inspections.

(2) Material faults or damage to RSLs shall be reported to NAS North Island Weapons Department for corrective action.

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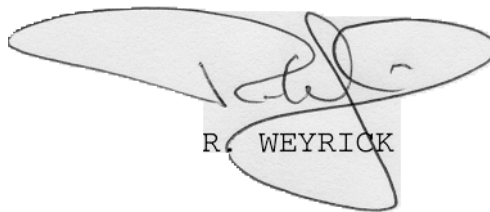
(3) RSL management procedures and compliance with references (a) through (i) shall be evaluated during Aviation Maintenance Inspections (AMI).

h. Reports.

(1) RSL Inspection Reports conducted by the squadron Ordnance Branch Officer shall be forwarded to COMHELTACWINGPAC (N4215) on a quarterly basis via the inspecting unit.

(2) The inspected unit shall annotate corrective action taken and forward to COMHELTACWINGPAC (N4215).

Distribution:
COMHELTACWINGPACINST 5216.1D
List II and IV



R. WEYRICK

FOR OFFICIAL USE ONLY (when filled in)

READY SERVICE LOCKER INSPECTION CHECKLIST

Squadron _____

Date _____

1. Access Control

- a. Up-to-date access list maintained in squadron duty office.....
- b. Access list signed by squadron Commanding Officer..
- c. Minimum number of personnel on access.....
- d. RSL key not checked out for extended periods of time.
.....
- e. Security checks being made (ASDO logbook/ALSS logbook).
.....

2. Inventory

- a. Per reference (i), all stowed items accounted for whenever ammunition is issued, received, or expended.....
- b. RFI/Non-RFI explosives are segregated.....
- c. Non-RFI explosives or ammunition turned in to NAS Weapons in a timely manner.....
- d. Explosive devices properly marked per reference (e) and this instruction.....

3. Safety

- a. Safety precautions posted in plain sight within the RSL.
.....
- b. All shipping containers or ammunition cans have lids that are securely fastened.....
- c. Metal pallets used and properly secured.....

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4. Cleanliness

- a. RSL clean.....
- b. Outside area clean and free of grass and weeds...
- c. Firefighting equipment available and serviced
periodically.....
- d. Magazine inspection log being maintained up-to-date.

DISCREPANCIES / COMMENTS

